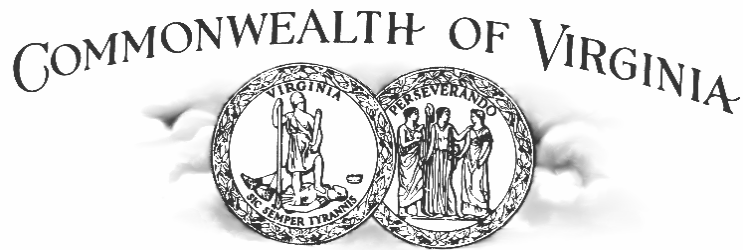


ALFRED W. GROSS  
COMMISSIONER OF INSURANCE



P.O. BOX 1157  
RICHMOND, VIRGINIA 23218  
TELEPHONE: (804) 371-9741  
TDD/VOICE: (804) 371-9206  
<http://www.scc.virginia.gov>

**STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE**

April 2, 2007

**To: All Consultants and Viatical Settlement Brokers licensed to transact the business of insurance in the Commonwealth of Virginia**

Enclosed is your renewal application. The application and renewal fee **MUST** be received by this office prior to June 1, 2007; if not, the license will terminate on June 30, 2007. **No matter when during the year that your license was issued, it expires on June 30 unless renewed.** You may use one application form to renew two license types. The renewal fee is \$50.00 per license type. Personal checks **ARE NOT** accepted.

Nonresident licensees are not required to submit a certification letter. Nonresidents will be verified via an electronic verification process through the NAIC's Producer Data Base (PDB) prior to the renewal of the license.

A criminal history report is **NOT** required to renew the license. If you have been convicted of a criminal offense after your original license was issued, you **MUST** submit a current (no more than 90 days old) criminal history record report to "renew" the license. Virginia residents may obtain a criminal history record report by contacting the Virginia State Police at 804-674-2000. In addition, you must submit a written statement explaining the circumstances of each incident, a certified copy of the charging document and of the official document that demonstrates the resolution of the charges or any final judgment, and if applicable, a letter from the federal or state probation and parole office outlining your performance or satisfactory completion of probation. This requirement will apply to both residents and nonresidents.

As required by the Virginia Insurance Code, an agent (resident or nonresident) **MUST** report to the Bureau of Insurance within 30 days the facts and circumstances regarding a conviction of or pleading guilty or nolo contendere to any felony offense.

Please direct any questions to the number listed below.

Sincerely,

A handwritten signature in cursive script that reads "Shauna E. Clements".

Shauna E. Clements  
Principal Office Technician  
Agent Licensing Section  
804-692-0497

Attachments: Form PIN3701